Power Sourcing with

www.TaiwanTrade.com.tw

# User Manual – For Suppliers

updated Apr. 20th, 2009

Ⅰ. 4 simple steps to join FREE!!

Ⅱ. Upload e-catalogs NOW!!

## Part Ⅰ　4 simple steps to join FREE!!

★★★ Please follow the 4 steps below to join us! ★★★

Notice: If the website has responded an error page, please go back to our index page and make sure the registration process is finished *within an hour*. Thank you!

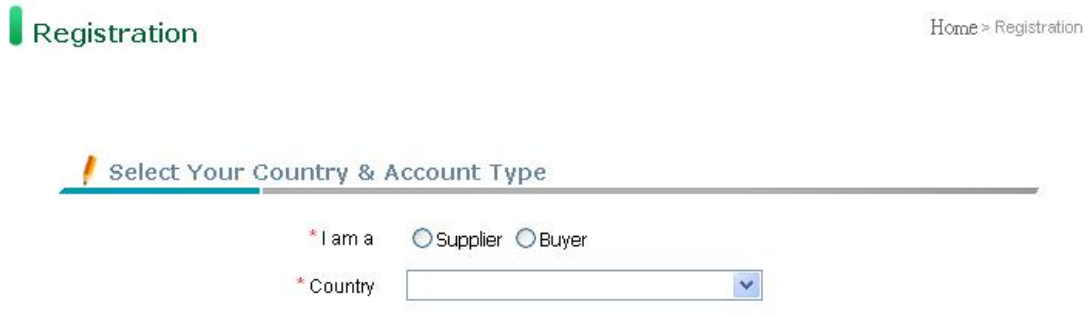
### Step 1:

Click on


(You can find the LOGIN on the right side of our website)

### Step 2:

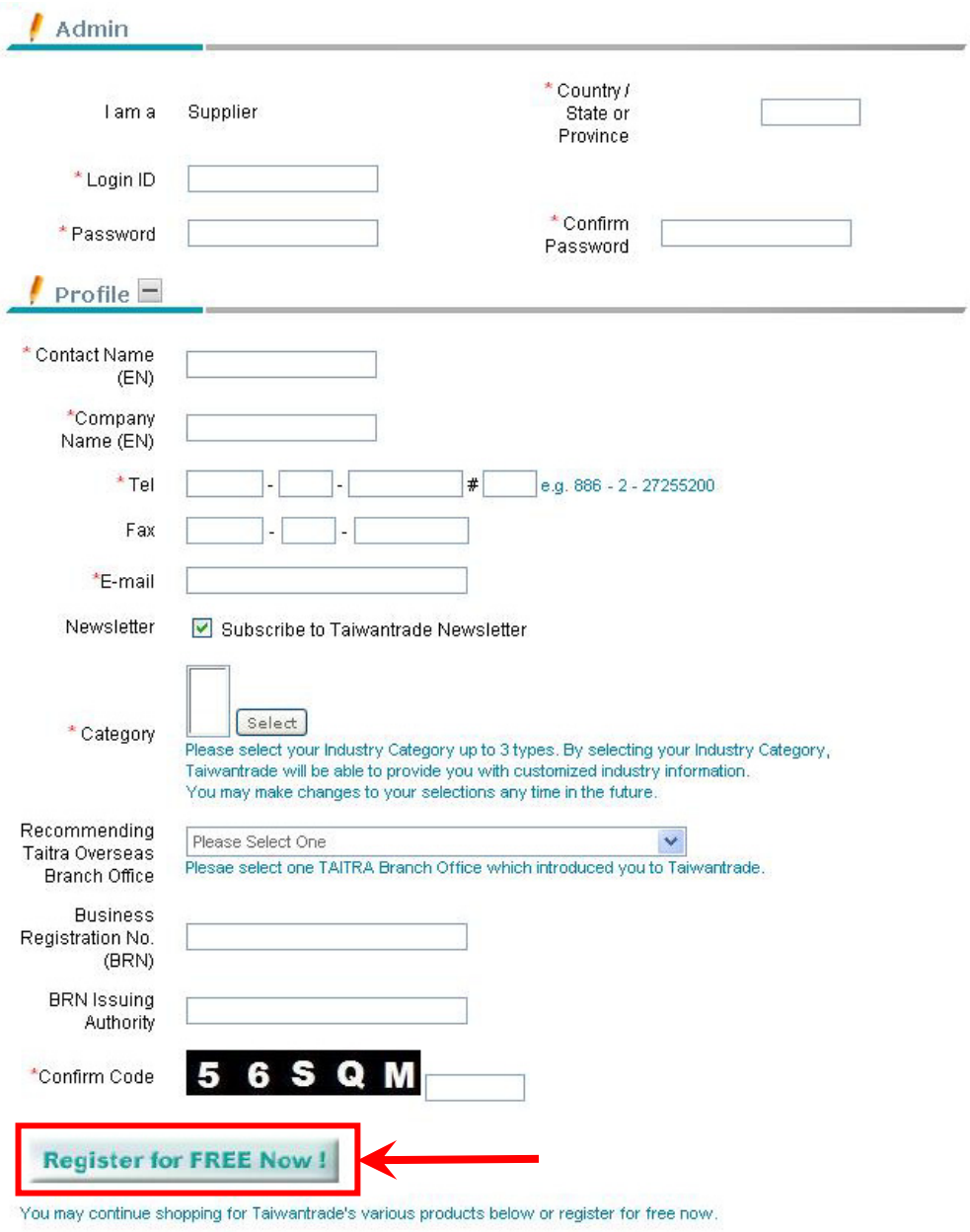
Select your country and account type as Supplier.



## Step 3:

Fill up all the required fields and click Register for FREE Now !

Notice: * = Required fields


Admin
I am a
Supplier
* Country / State or Province
* Login ID
* Password
* Confirm Password
Profile
* Contact Name (EN)
*Company Name (EN)
* Tel
e.g. 886 - 2 - 27255200
Fax
*E-mail
Newsletter
Subscribe to Taiwantrade Newsletter
* Category
Select
Please select your Industry Category up to 3 types. By selecting your Industry Category, Taiwantrade will be able to provide you with customized industry information.
You may make changes to your selections any time in the future.
Recommending Taitra Overseas Branch Office
Please Select One
Plesae select one TAITRA Branch Office which introduced you to Taiwantrade.
Business Registration No. (BRN)
BRN Issuing Authority
*Confirm Code
5 6 S Q M
Register for FREE Now !
You may continue shopping for Taiwantrade's various products below or register for free now.

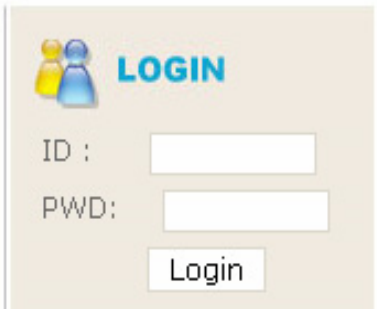
## Step 4:

Confirm your company information and account settings, and then click on Confirm to finish your registration. System will send you a confirm letter via email. Click on **Start** to activate your account. Then you can enjoy our services at any time.

## Part Ⅱ　Upload e-catalogs NOW!!

Every member has 5 free e-catalog spaces; please follow the step-by-step instructions to upload your catalogs!

**1**. Login to ISC with your ID and Password.



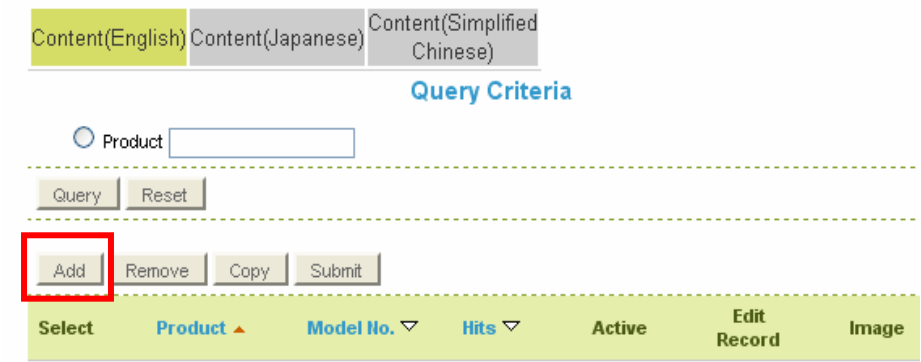

**2**. Click on the **My Taiwantrade** button to move on to the control panel.

**3**. Choose your preferred language.
(In the demonstration below we will proceed with English as our preferred language.)

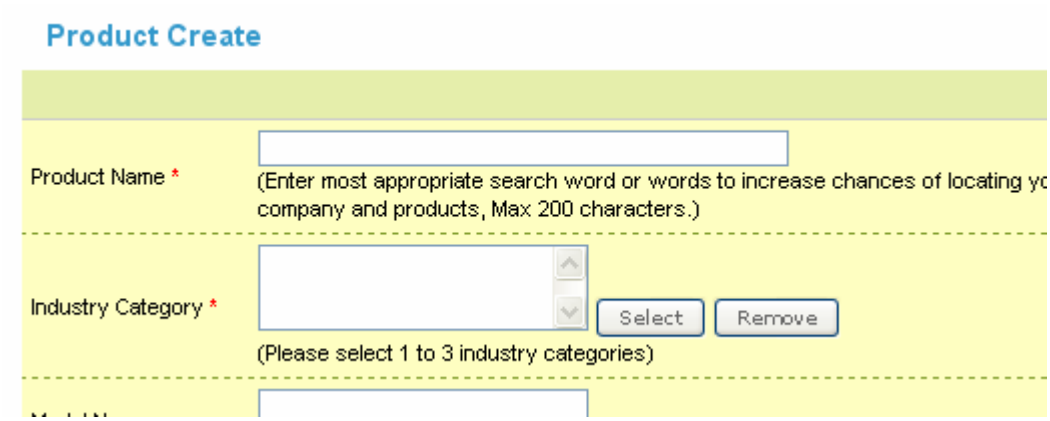
**4**. Click on the **Product Upload** button.

**5**. Stick with **Content (English)** since ISC Taitronics is an English-based website. Choosing **Content (Japanese)** or **Content (Simplified Chinese)** will lower the chance for your product catalog to be found by the buyers. But its 100% welcomed for your product introduction to include more languages than just English.

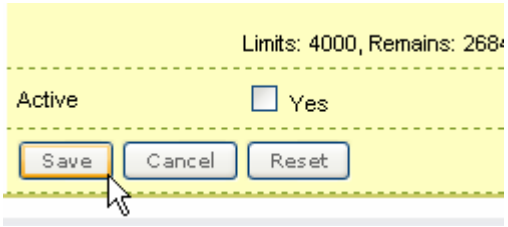
**6**. Click on the Add button to start uploading your product catalogue online.



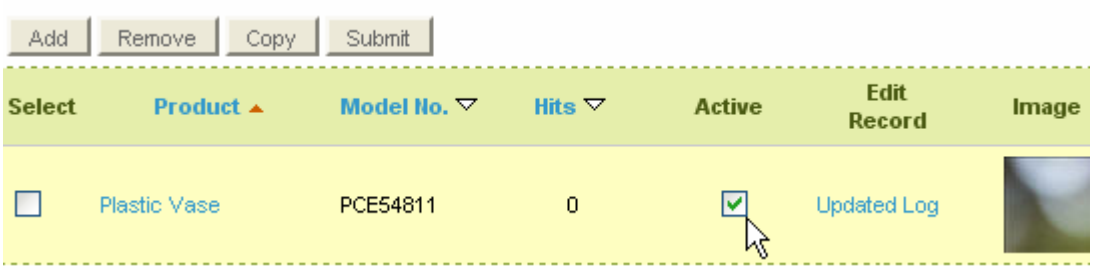

**7**. Fill in the product specification and introduction form.


Product Create
Product Name *
(Enter most appropriate search word or words to increase chances of locating yo
company and products, Max 200 characters.)
Industry Category *
Select
Remove
(Please select 1 to 3 industry categories)

8. Click on **Save** when finished.




9. Your entry is successful if you see a new item appear on the product list.




10. Now your product can be found on both ISC and Taiwantrade with the websites' search bars!